

ARTICLE 41

CONTRACTS, TOWN PROPERTY, AND REGULATIONS OF TOWN BOARDS AND OFFICIALS

Section 1 Procedures for Award of Contracts

No contract for the purchase of services, equipment, supplies or materials, the actual or estimated cost of which amounts to five thousand dollars (\$5,000.00) or more, but less than twenty-five thousand dollars (\$25,000.00), shall be awarded unless proposals for the contract have been invited from no less than three (3) vendors, contractors or other qualified persons. Administrative procedures for seeking such proposals shall be established by the Town Administrator except the administrative procedures for seeking proposals for the purchase of equipment and services other than School Department equipment, shall be under the jurisdiction of the Central Equipment Purchasing Committee. The Town of Natick shall reserve the right to reject any or all such proposals.

No contract for the purchase of services, equipment, supplies or materials, the actual or estimated cost of which amounts to twenty-five thousand dollars (\$25,000.00) or more, shall be awarded unless proposals for the contract have been invited by advertisement in at least one newspaper, published or circulated in the Town of Natick, such publication to be at least seven (7) days before the time specified for the opening of said proposals. Such advertisement shall state the place where plans and specifications for proposed work or purchases may be obtained and the time and place at which proposals will be opened, and shall reserve to the Town of Natick the right to reject any or all such proposals.

All proposals shall be opened in public. No contract, and no purchase, service or work for which a contract is proposed, shall be split or divided for the purpose of evading any provision of this section.

This section shall not apply to professional services, or to services performed by a person regularly employed by the Town as part of the duties of such employment.

Section 2 Emergencies

The Selectmen may exempt a purchase or contract from any or all of the provisions of the preceding section when, in their opinion, an emergency exists requiring immediate action on such purchase or contract to protect the health and safety of persons or property, or when no reasonably suitable substitute can be obtained for the article or service to be purchased or contracted for. Evidence indicating that such an emergency exists, or that no reasonable substitute for a purchase or service can be obtained shall be furnished to the Selectmen in writing by the officer, board, or committee making such purchase or contract, and shall be kept on file with other records of such transactions.

Section 3 Contract Files

Every Town board, official, employee or committee making or executing a contract on behalf of the Town shall furnish said contract or a copy thereof to the Town Comptroller within ten (10) days after its execution; and the Town Comptroller shall keep such contract or copy on file, open to public inspection during business hours. Such contracts or copies shall be kept in a book by themselves or in several books, arranged according to the subject of the contract, or in other convenient form, and an index to the subject matters of the contracts and to the names of the contractors shall be made semiannually, and shall be open to public inspection in some convenient form. All allowances under and additions to such contracts, or copies thereof, shall be filed with the Town Comptroller, together with a sworn statement of the person or persons authorizing such allowances or additions that the same are correct and in accordance with the contract.

Section 4 Compensation of Town Officers and Employees

No Town officer and no salaried employee of the Town shall receive any compensation or commission for work done by him for the Town, except his official salary and fees allowed by law, without permission of the Selectmen expressed in a vote which shall appear on their records with the reasons therefor.

Section 5 Disposal of Property

Whenever any property of the Town, other than real estate, the replacement value of which exceeds fifty dollars (\$50.00), shall have become obsolete, disused, worn out or necessary to replace, the Town official or officials having jurisdiction thereof shall so certify in writing to the Board of Selectmen who may reserve action relative to its disposal for consideration of a Town Meeting or may by vote authorize the official or officials to abandon, to trade, or to sell such property at a private or public sale.

Section 6 Sale of Tax Title Land

The Selectmen and Town Treasurer may sell at public auction and in such manner, upon such terms and for such consideration as in their judgment is for the best interest of the Town, lands held from time to time by the Town under tax titles the right of redemption from which has been foreclosed. Notice of such sales shall be advertised at least once in a newspaper published in the Town no less than fourteen (14) days prior to the date of the sale, and such notice shall include the location of such lands by street address or comparable description. The Conservation Commission and the Historical Commission of the Town shall be notified of such sale at the time that the advertisement is prepared.

(For more precise requirements on such sales, see Mass. Gen. Laws, Chapter 60, Sections 37-84A.)

Section 7 Designation of Town Vehicles

All automobiles and other vehicles owned by the Town shall be so designated by a circular label not less than six (6) inches in diameter bearing the words "Town of Natick" and the name of the Department, with the exception of those vehicles exempted from this by-law by the Board of Selectmen.

Section 8 Annual Audit

There shall be an annual audit of the accounts of the Town under the direction of the Director of the Bureau of Accounts of the Commonwealth of Massachusetts.

Section 9 Authorization for Expenditure of Funds

The Town Comptroller shall not approve for payment any warrant for the expenditure of public funds unless there shall appear thereon the signatures of at least a majority of the Town board, commission, or committee authorized to make expenditures.

Section 10 Fees Paid to the Town

All Town officers except constables shall pay into the Town Treasury all fees received by them by virtue of their office.

Section 11 Compliance with Open Meeting Law

All meetings of Town boards, commissions, committees, and subcommittees, elected, appointed or otherwise constituted, shall be in accordance with the provisions of Section 7-9 of the Charter and Sections 23A through 23C of Chapter 39 of the General Laws. In addition, in any matter requiring a vote of the Board, the vote shall be by voice or roll call and no secret or written ballots shall be used.

All elected boards and committees shall notify the Town Clerk of their organization, rules and regulations and shall file with him a yearly schedule of regular meetings. The Town Clerk shall be notified of changes in or additions to the meeting schedule not less than forty-eight (48) hours before the meeting concerned.

Appointed standing committees shall meet as required by their duties and shall notify the Town Clerk not less than forty-eight (48) hours before any meeting.

No portion of this section shall apply to any Committee or individual designated or appointed for purposes of collective bargaining pursuant to the General Laws 149, Section 1781.

Section 12 Availability of Regulations

Up-to-date copies of all regulations adopted by the Town, as listed in the table entitled "Town Regulations," which appears at the end of this article and is incorporated into this section by reference, shall be available for review by the public in the office of the official responsible for publication, in the office of the Town Clerk, and in the Morse Institute library.

Whenever changes to regulations are adopted, the responsible official shall either publish a complete new edition or provide a package of change pages. If packages of change pages are provided, the pages shall be marked with a distinguishing date or a change number, and a list of current pages shall be included so that other persons can accurately update copies in their possession.

TOWN REGULATIONS

Title	Approving Authorities	Official Responsible for Publication
Natick Home Rule Charter	Town Meeting, Attorney General, Voters	Town Clerk
Town of Natick By-Laws	Town Meeting, Attorney General	Town Clerk
Zoning By-Laws	Town Meeting, Attorney General	Planning Director
Subdivision Rules and Regulations	Planning Board	Planning Director
Rules and Regulations for Special Permits	Planning Board	Planning Director
Administrative Code	Town Meeting	Town Administrator
Traffic Rules and Orders	Board of Selectmen	Police Chief
Board of Health Regulations	Board of Health	Director of Public Health
Department of Public Works Regulations	Board of Selectmen	Director of Public Works
Zoning Board of Appeals Rules and Regulations	Zoning Board of Appeals	Secretary, Zoning Board of Appeals